

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT
PROCUREMENT DIVISION
320 Hospital Dr. Ste. 23
Warrenton, Virginia 20186
Phone: (540) 428-8712 Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

DATE: February 16, 2005
COMMODITY NAME: Information Technology Consulting Services
CONTRACT NUMBER: 53-05rec A-J
CONTRACT PERIOD: February 16, 2005 to February 15, 2006
RENEWAL OPTIONS: Four (4) additional one-year periods
CONSULTANT(s):

A -	Advanced Software System, Inc. 7915 Jones Branch Drive McLean VA 22102	FIN 54-1673763 Vendor #641373
B -	Buccaneer Computer Systems & Serv. Inc. 6799 Kennedy Road, Suite J Warrenton, VA 20187	FIN 54-1977239 Vendor #641374
C -	Computer Applications Specialists, Inc. 6201 Chevy Chase Drive Laurel, MD 20707	FIN 52-1116968 Vendor #641375
D -	Digicon Corporation 1355 Piccard Drive Suite 200 Rockville, Maryland 20850	FIN 52-1286314 Vendor #641376
E -	Electronic Systems 10487 Lakeridge Parkway, Suite 100 Ashland, VA 23005	FIN 54-1221626 Vendor #641377
F -	F-1 Computer Solutions, Inc. 20 Ashby Street Warrenton, VA 20186	FIN 54-1975550 Vendor #637239

G -	Insystech, Inc 7064 Infantry Ridge Road Manassas, VA 20109	FIN 54-1840745 Vendor #639274
H -	Integrated Digital Systems/ScanAmerica, Inc 10126 Residency Road Manassas, VA 20110	FIN 54-1747545 Vendor #641378
I -	Praetorian Systems, Inc 3096 PS Business Center Drive Woodbridge, VA 22192	FIN 20-0698622 Vendor #641379
J -	Networking Technologies and Support, Inc 14421 Justice Road Midlothian, VA 23113	FIN 54-1831993 Vendor #641380

TERMS: Net 45 days

DELIVERY: As Needed

FOR FURTHER INFORMATION CONTACT: Roxanne Ehardt, VCO, Buyer
Phone: 540-428-8712

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL
USING DEPARTMENTS: This contract is the result of a competitive bid program and its
use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the
commodity listed herein. Please see the reverse side of this notice for further
instructions regarding this contract.

By: _____
Roxanne Ehardt, VCO
Buyer, FCG&PS Procurement

1. Orders: All Using Departments must order services listed by issuing a Purchase Order per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.

PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR INFORMATION TECHNOLOGY CONSULTING SERVICES:

Types of Project Orders:

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Consultant cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate Purchase Order based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Consultant shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Consultant's billing request.

Procedures for Ordering Services

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Consultant. At the Consultant's expense, the Consultant shall visit the site, if required, and prepare a detailed proposal for accomplishing the services. The Consultant shall determine feasibility of the proposed budget at this time. The Consultant shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

Each Project Order will be reviewed and approved in writing by the Owner prior to the Consultant initiating any work. If any Project Order appears indefinite, unclear or contradictory, the Consultant shall consult with the Owner's representative for interpretation and clarification prior to the Consultant's commencement of work on that Project Order. The Consultant shall be responsible for conveying the interpretation and/or clarification of any Project Order to its employees, agents or subcontractors or sub-Consultants. Consultant shall be responsible for any work not expressly set out in any Project Order but which may be reasonable implied for proper completion of the Project Order. If the Owner requires the Consultant's attendance at multiple meetings on site, the Owner will convey this with their project order.

The Using Department will evaluate the Consultant's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Consultant. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms

and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Consultant to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Consultant shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Consultant assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Information Technology Consultant based on its evaluation of each Consultant's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.
- B. The written modification shall direct the Consultant to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.

- 2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Consultant use.

3. Inspection on delivery/service and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services or violation of contract provisions by the Consultant shall be reported to the Procurement Division for handling with the Consultant. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
5. Renewals: As stated on the face of this notice, four (4) one-year terms remain on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. The contract officer must approve all price increases. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
7. Evaluation of Services: At the conclusion of any project performed under this contract or periodically throughout the project, the Using Department is requested to complete the attached Evaluation Form and return to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.
8. The Consultant's services shall be considered complete upon satisfactory completion and acceptance by the Owner's Representative of the services outlined in the Project Order.

FEE SCHEDULE, CONTRACT# 53-05REC-A

Advanced Software System, Inc
7915 Jones Branch Drive
McLean, VA 22102
Attn: Joseph Anderson, V.P Operations

Phone: 703-852-8407
Fax: 703-852-8400

SCOPE OF SERVICE	HOURLY RATE (STATED ONE RATE ONLY)
Web Developer	\$ 60.00
Database Architect	\$ 65.00
Network Security Support	\$ 68.00
Software/Application Security Support	\$ 58.00
Disaster Recovery/Contingency Planning Support	\$ 50.00
Network Administrator	\$ 58.00
Computer Technician	\$ 40.00
Network Engineer	\$ 58.00
Microsoft Systems Engineer	\$ 65.00

FEE SCHEDULE, CONTRACT# 53-05REC-B

Buccaneer Computer Systems & Service, Inc.
6799 Kennedy Road, Suite J
Warrenton, VA 20187
Attn: G. R. Newell

Phone: 540-347-7400
Fax: 540-428-8561

SCOPE OF SERVICE	HOURLY RATE INTERMEDIATE LEVEL	HOURLY RATE SENIOR LEVEL	HOURLY RATE *PRINCIPAL LEVEL
Web Developer	\$80.00	\$115.00	\$145.00
Database Architect	\$80.00	\$115.00	\$145.00
Network Security Support	N/A	\$120.00	\$135.00
Software/Application Security Support	N/A	\$120.00	\$135.00
Disaster Recovery/Contingency Planning Support	N/A	\$110.00	\$135.00
Network Administrator	\$90.00	\$110.00	N/A
Computer Technician	\$75.00	N/A	N/A
Network Engineer	N/A	\$130.00	\$140.00
Microsoft Systems Engineer	\$85.00	\$105.00	\$125.00

Extra Services Offered:

Project Management:

Senior Level \$125.00
*Principal Level \$150.00

*Principal Level relates to highly experienced individuals who are technically expert and able to provide technical direction and Supervision. They should have a minimum of the (10) years relevant work experience.

Other Direct Costs: Other direct costs (ODC's) are costs that are not covered under direct labor and can be directly charged to a contract or project. Examples of ODC's are travel, copying, normal postage and shipping. Federal government guidelines and reimbursement rates on all our contracts and are charged back to the customer at actual cost plus a 15% fee covering general and administrative costs.

Direct Materials Handling Charge is charged at (three) 3% of the purchase price of all hardware, software, and consumables we procure for customers.

A (Five) 5 % charge fee on all non-Direct Labor charges. This represents the company's profit on non-labor transactions.

FEE SCHEDULE, CONTRACT# 53-05REC-C

Computer Applications Specialists, Inc.
6201 Chevy Chase Drive
Laurel, MD 20707
Attn: R. Mark Evans, Vice President

Phone: 301-776-3400
Fax: 301-776-3444

SCOPE OF SERVICE	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Database Architect	System Architect \$91.71	Senior System Architect \$101.87	Lead System Architect \$135.41	Principal System Architect \$173.53	N/A
Software/Application Security Support	Software Eng. \$56.26 Sr. Software Eng. \$75.23 Lead Sftwre Eng \$105.49	DBMS Designer \$71.27	Database Anyst \$58.48 Databs. Dev. \$104.37 Sr. Datbs Dev. \$117.23	Applic Dev. \$96.40 Sr. Applic Dev. \$117.71	N/A
Network Engineer	Hardware Engineer \$56.26	Hardware Integrator and Administrator \$78.98	System Analyst and Sr. System Engineer \$82.35	Sr. Storage Specialist and Sr. Technical Specialist \$91.32	Sr. System Eng. And Sr. Admin. \$117.52

Extra Services Offered:

Program/Project Management

Senior Program Manager \$139.89
Program Manager \$100.85
Senior Project Manager \$105.52

Consulting Services

INFOSEC Consulting Architect \$145.27
Principal System Administrator \$135.41
Subject Matter Expert \$93.79
Subject Matter Expert, Principal \$173.53
Principal Consultant \$173.53

There are specific services that are available on a fixed fee basis. This includes select consulting services, assessments, and engineering services. The prices and resources for these services would be based on project details and will be negotiated when the Owner specifies a need for these services.

Pricing for Staffing Services will be negotiated at the time of need, however pricing will not exceed the hourly rate specified above.

FEE SCHEDULE, CONTRACT# 53-05REC-D

Digicon Corporation
1355 Piccard Drive, Suite 200
Rockville, Maryland 20850
Attn: John Wu, President and CEO

Phone: 301-721-6300
Fax: 301-869-4282

SCOPE OF SERVICE	HOURLY RATE INTERMEDIATE LEVEL	HOURLY RATE SENIOR LEVEL
Web Developer	\$92.00	\$108.00
Database Architect	\$89.00	\$103.00
Network Security Support	\$99.00	\$117.00
Software/Application Security Support	\$82.01	\$87.88
Disaster Recovery/Contingency Planning Support	\$92.00	\$108.00
Network Administrator	\$55.00	\$83.00
Computer Technician	\$45.00	\$74.00
Network Engineer	\$93.00	\$112.00
Microsoft Systems Engineer	\$78.00	\$92.00

Additional Quoted Prices, extra to contract Hourly Rates:

Project Manager	Senior	\$ 126.00
Project Manager	Intermediate	\$ 114.00
Business Process Analyst	Senior	\$ 114.00
Business Process Analyst	Intermediate	\$ 102.00
QA/Test Analyst	Senior	\$ 84.00
QA/Test Analyst	Intermediate	\$ 72.00
Documentation Specialist	Senior	\$ 66.00
Documentation Specialist	Intermediate	\$ 54.00
Training Specialist	Senior	\$ 90.00
Training Specialist	Intermediate	\$ 78.00
Software Architect	Senior	\$ 120.00
Software Architect	Intermediate	\$ 108.00
User Interface Engineer	Senior	\$ 92.00
User Interface Engineer	Intermediate	\$ 77.00

Revised 8/29/05 prices added to be included in contract.

FEE SCHEDULE, CONTRACT# 53-05REC-E

Electronic Systems
10487 Lakeridge Parkway
Suite 100
Ashland, VA 23005
Attn: Gilbert Taylor

Phone: 804-412-4415
Fax: 804-550-0680

SCOPE OF SERVICE	HOURLY RATE INTERMEDIATE LEVEL	HOURLY RATE SENIOR LEVEL
Network Security Support	\$220.00 1 st hour \$110.00 Add'l hours	\$252.00 1 st hour \$126.00 Add'l hours
Software/Application Security Support	\$220.00 1 st hour \$110.00 Add'l hours	\$252.00 1 st hour \$126.00 Add'l hours
Disaster Recovery/Contingency Planning Support	\$220.00 1 st hour \$110.00 Add'l hours	\$252.00 1 st hour \$126.00 Add'l hours
Network Administrator	\$184.00 1 st hour \$92.00 Add'l hour	\$220.00 1 st hour \$110.00 Add'l hours
Network Engineer	\$184.00 1 st hour \$92.00 Add'l hour	\$220.00 1 st hour \$110.00 Add'l hours
Microsoft Systems Engineer	\$184.00 1 st hour \$92.00 Add'l hour	\$220.00 1 st hour \$110.00 Add'l hours

Extra Services Offered:

NOC Management Services-Monitoring Only

Servers \$35.00
Firewalls \$25.00
Routers \$25.00
Switches \$25.00
Network Connected UPS \$25.00
Network Connected Print Servers \$25.00

Install Assist Hourly Labor \$45.00
Install Tech. Hourly Labor \$55.00
Desktop Service Tech Hrly Labor \$75.00
Desktop Serv. Eng. Hrly Labor \$95.00
Sr. Desktop Serv. Eng. Hrly Labor \$115.00

NOTE

*ESI will offer a reduction in these hourly rates
When large projects or staff augmentation is
required.*

Full Management (Prices are additions to Monitoring fee)

User Count – Charge per user \$15.00
Servers \$70.00
Firewalls \$60.00
Routers \$40.00
Switches \$40.00
Network Connected UPS \$40.00
Network Connected Print Servers \$40.00

Patch Management

Servers \$25.00
Workstations \$20.00

FEE SCHEDULE, CONTRACT# 53-05REC-F

F1 Computer Solutions, Inc.
20 Ashby Street
Warrenton, VA 20186
Attn: Mary Lieb, President

Phone: 540-349-5370
Fax: 540-349-8105

SCOPE OF SERVICE	HOURLY RATE INTERMEDIATE LEVEL	HOURLY RATE SENIOR LEVEL
Web Developer	\$70.35	\$77.63
Database Architect	\$70.35	\$77.63
Disaster Recovery/Contingency Planning Support	\$103.33	\$112.63
Network Administrator	\$80.64	\$88.05
Computer Technician	\$43.95	\$48.11
Network Engineer	\$92.45	\$103.33
Microsoft Systems Engineer	\$92.45	\$103.33

Extra Services Offered:

Network Engineer – IP Telephony
Senior IP Telephony Architect \$157.50 hourly
Senior IP Telephony Engineer \$140.25 hourly
Intermediate IP Telephony Engineer \$109.85 hourly

FEE SCHEDULE, CONTRACT# 53-05REC-G

Insystech, Inc.
7064 Infantry Ridge Road
Manassas, VA 20109
Attn: Ramji Venkatachari, President

Phone: 703-530-8951
Fax: 703-530-9741

SCOPE OF SERVICE	HOURLY RATE INTERMEDIATE LEVEL	HOURLY RATE SENIOR LEVEL
Web Developer	75.90 On-Site 83.49 Off-Site	88.50 On-Site 97.35 Off-Site
Database Architect	78.00 On-Site 85.80 Off-Site	94.50 On-Site 103.95 Off-Site
Network Security Support	76.80 On-Site 84.48 Off-Site	87.60 On-Site 96.36 Off-Site
Software/Application Security Support	76.80 On-Site 84.48 Off-Site	87.60 On-Site 96.36 Off-Site
Network Administrator	76.80 On-site 84.48 Off-Site	87.60 On-Site 96.36 Off-Site
Network Engineer	76.80 On-Site 84.48 Off-Site	87.60 On-Site 96.36 Off-Site
Microsoft Systems Engineer	76.80 On-Site 84.48 Off-Site	87.60 On-Site 96.36 Off-Site

Extra Services Offered:

Reports Developer:

Senior \$78.20 On-Site \$86.02 Off-Site
Intermediate \$70.40 On-Site \$77.44 Off-Site

FEE SCHEDULE, CONTRACT# 53-05REC-H

Integrated Digital Systems/ScanAmerica, Inc.
10126 Residency Road
Manassas, VA 20110
Attn: Larry Hunt

Phone: 703-368-2887
Fax: 703-368-2393

SCOPE OF SERVICE	HOURLY RATE
Web Developer	52.00
Database Architect	84.00
Network Administrator	120.00
Computer Technician	52.00
Network Engineer	132.00
Microsoft Systems Engineer	52.00

Extra Services Offered:

Hardware Installation Technician	\$40.00
Training Specialist	\$52.00
Senior Training Specialist	\$60.00
Technical Writer	\$44.00
Workflow Process Engineer	\$116.00
Programmer I	\$60.00
Programmer II	\$76.00
Network Technician	\$52.00
Software Support Specialist	\$52.00
Computer Specialist I	\$52.00
Computer Specialist II	\$68.00
Project Manager	\$68.00
Contracts Manager	\$80.00
Senior Imaging Engineer	\$132.00
Document Conversion Clerk	\$36.00
Imaging Design/System Engineer	\$52.00
HTML Programmer	\$44.00
XML, DHTML, JAVA Pro	\$52.00

FEE SCHEDULE, CONTRACT# 53-05REC-I

Praetorian Systems, Inc
3096 PS Business Center Drive
Woodbridge, VA 22192
Attn: Richard Michaels, President

Phone 703-583-4889
Fax: 703-583-4889

SCOPE OF SERVICE	HOURLY RATE JUNIOR LEVEL	HOURLY RATE INTERMEDIATE LEVEL	HOURLY RATE SENIOR LEVEL
Web Developer	N/A	75.00 On-Site 105.00 Off-Site	100.00 On-Site 140.00 Off-Site
Database Architect	N/A	N/A	90.00 On-Site 126.00 Off-Site
Software/Application Security Support (Developer)	60.00 On-Site 84.00 Off-Site	70.00 On-Site 98.00 Off-Site	80.00 On-Site 112.00 Off-Site

Extra Services Offered:

Project Manager	\$90.00 On-Site	\$126.00 Off-Site
Senior Database Engineer	\$85.00 On-site	\$119.00 Off-Site
Database Engineer	\$75.00 On-Site	\$105.00 Off-Site
Senior Systems Analyst	\$80.00 On-Site	\$112.00 Off-Site
Junior Systems Analyst	\$60.00 On-Site	\$84.00 Off-Site
QA/Test Engineer	\$55.00 On-Site	\$79.00 Off-Site
Administrative Support Specialist	\$45.00 On-Site	\$63.00 Off-Site

Materials or supplies required by a project beyond normal reports, printing, binding or general overhead materials, if required and approved by Fauquier County will be invoiced to Praetorian Systems at Cost plus 10% (0.10) as additional materials.

FEE SCHEDULE, CONTRACT# 53-05REC-J

Networking Technologies and Support, Inc.
14421 Justice Road
Midlothian, VA 23113
Attn: Bernard Robinson

Phone: 804-379-1800
Fax: 804-379-3414

SCOPE OF SERVICE	HOURLY RATE STANDARD	HOURLY RATE SHORT TERM	HOURLY RATE LONG TERM
Web Developer	\$110.00	\$100.00	\$90.00
Database Architect	\$165.00	\$135.00	\$120.00
Network Security Support (Engineer)	\$185.00	\$130.00	\$70.00 – \$85.00
Network Administrator	\$95.00	\$75.00	\$45.00 - \$50.00
(Field) Computer Technician	\$85.00	\$65.00	\$32.00 - \$38.00
Network Engineer	\$135.00	\$95.00	\$57.00 - \$65.00
Microsoft Systems Engineer	\$135.00	\$95.00	\$57.00 - \$65.00

Extra Services Offered:

Senior Web Architect	\$130.00	\$110.00	\$100.00
Desktop Support Engineer	\$75.00	\$55.00	\$38.00 - \$45.00
Messaging & Collaboration Eng	\$145.00	\$105.00	\$60.00 - \$70.00
Data Communication Eng.	\$185.00	\$130.00	\$70.00 - \$85.00
Senior Network Consultant	\$165.00	\$125.00	\$68.00 - \$78.00
Project Manager (Integration)	\$150.00	\$115.00	\$65.00 - \$80.00
SAN Architect	\$165.00	\$125.00	\$68.00 - \$78.00
Citrix Engineer	\$125.00	\$95.00	\$57.00 - \$65.00
Systems Trainer	\$85.00	\$65.00	\$45.00 - \$50.00

Standard Rate – Billing rate for ad hoc unscheduled services

Short Term Rate – Billing rate for scheduled project services

Long Term Rate – Billing rate for scheduled project services or staff augmentation services that exceed 300 billable hours in a 90 day period.

Travel Expenses: A two hour minimum will apply to all Standard Rate calls. Short term and long term engagements may be flat-rated according to specific project, or billed hourly as mutually agreed upon by both Fauquier County and NTS.

CONTRACT EVALUATION

Date: _____

Return To: **Roxanne Ehardt, Procurement Division, 428-8712**

The Fauquier County Government and Public Schools Procurement Division is requesting that Using Departments complete this form either periodically or upon completion of any project under Contract #53-05rec A-J Information Technology Consulting Services

Please complete this questionnaire and return it along with any supplemental comments or suggestions.

Firm Name: _____

Project Description: _____

RATE CONTRACTOR'S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling).

- | | | | | | | |
|---|------------------|---|---|---|---|------------------------------|
| 1. Overall Evaluation: | (Unsatisfactory) | 1 | 2 | 3 | 4 | 5 (Satisfactory) |
| 2. Performance | (Late/Early) | 1 | 2 | 3 | 4 | 5 (On Time) |
| 3. Quality of Services | (Unacceptable) | 1 | 2 | 3 | 4 | 5 (Acceptable) |
| 4. Number of Complaints | (High) | 1 | 2 | 3 | 4 | 5 (Low) |
| 5. Firm's Responsiveness to requests to correct deficiencies: | (Non-responsive) | 1 | 2 | 3 | 4 | 5 (prompt corrective action) |

If complaints have been registered, please explain (or attach documentation) :

Return to: Roxanne Ehardt, VCO
Procurement Division
320 Hospital Dr., Suite 23
Warrenton, VA 20186
Fax: (540) 347-5753
E-mail: Roxanne.ehardt@fauquiercounty.gov

Form completed by:

Name

Title

Agency Name

Date

Phone Number